

City of South Bend
Administration & Finance Policy Manual



5.6 IT Remote Access Policy

Effective: May 1, 2010

Purpose: This policy defines the computer network remote access policy of the City of South Bend.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective May 1, 2010.

1.0 Policy Statement

The City of South Bend will establish a computer network remote access policy, applicable to all city departments and bureaus, for the purpose of maintaining appropriate computer system and data security.

2.0 Remote Access

Remote access to the City of South Bend computer and system network may be granted to employees where an employee's job responsibilities and work situation dictate that remote access is a job requirement.

3.0 Approval for Remote Access

Approval of the Department Head and the Controller is required.

4.0 Requirement to Authorize

The department head is required to send a letter of remote access request to the Controller identifying the employee, reason for remote access, specific access requested, and time period involved.

Upon approval of the Controller, Information Technology will be directed to establish the approved remote access capabilities.

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5.0 Employee Responsibilities

Employees with remote access are required to follow all policies and procedures of the City of South Bend and to ensure adequate protection of all system security applicable to City Employees.